

Remote Work Policy

Staff and Administrator Policy Manual

3.14 Remote Work

Loyola University Maryland is a highly collaborative workplace and primarily a residential campus for our students. To best serve our students, staff and administrators are typically required to perform work at the University worksite. At times, however, a formal remote work arrangement may pose advantages for both the University and its employees, such as increased productivity and performance, relief of on-campus space constraints, and increased job satisfaction. Rarely some positions may require a remote work arrangement, however it is typically a voluntary work arrangement. The ability for remote work is a privilege and not an entitlement or University-wide benefit and is granted at the discretion of the University. The determination of whether an employee is eligible to participate and will be approved for a remote arrangement will be made in accordance with this policy and the department's business needs. The supervisor, in consultation with the department head and human resources, will discuss decisions to start or discontinue a remote work arrangement.

In appropriate circumstances with authorized approvals, Loyola University allows a remote work arrangement when such arrangements are consistent with department goals and business operational requirements. Remote work arrangements should generally be managed on a consistent basis and must not adversely affect departmental operations or productivity.

Requests for a formal remote work arrangement may be initiated by an employee. A [Remote Work Proposal](#) should be submitted to the supervisor and human resources. Final approval is at the discretion of the supervisor and department head, with approval from human resources and the appropriate vice president or designee.

Any remote work arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the remote worker or the University. Every effort will be made to provide 30 days of notice of such change to accommodate commuting and other issues that may arise from the termination of a remote work arrangement. There may be instances, however, when no notice is possible.

3.14.1 Remote Work Definition

A formal remote work arrangement is an approved ongoing, regularly scheduled work arrangement that allows an employee to perform work during any part of the employee's regular work hours at an approved alternative worksite such as an employee's home or remote work center. This is also sometimes referred to as telecommuting or telework.

A formal remote work arrangement does not include any work done remotely for a day here or there while on official travel, or short-term work that is approved by the supervisor on a case-by-case basis, where the hours worked remotely were not part of a previously approved, ongoing, and regular remote work schedule (i.e., for inclement weather, or special work assignments on occasion). Informal short-term remote work may be approved by the supervisor without a formal process and there is no expectation of ongoing continuance. A formal remote work arrangement for ongoing remote work must be appropriately reflected in a remote work agreement.

The focus of the remote work arrangement must remain on job performance and meeting business demands. Prospective remote workers are encouraged to discuss expectations of remote work with household members prior to entering a trial period. The work must be done in a place free of distractions and appropriately confidential. A professional work setting must be maintained free

of non-job-related interruptions during the regularly scheduled work day. Remote workers must maintain a distinct separation between work activities and personal activities. For example, remote work is not a substitute for childcare or adult care.

3.14.2 Eligibility

Current employees requesting a formal remote work arrangement ordinarily must be employed with Loyola University Maryland for a minimum of 6 months of continuous, regular employment and must have a satisfactory performance record. A remote work arrangement during the first six months is ordinarily not advisable because of the need to train the employee, clarify job responsibilities, establish relationships, and assess suitability for continued employment. Expenses for required travel to or from the University will be the responsibility of the employee and not the University.

Due to business needs the University may change certain jobs or work units to fully remote. In other cases, the University may request and post a new or vacant position as “Regularly Remote Work”, such as when hiring embedded regional admission recruiters or embedded regional advancement officers. In such cases, the employee(s) may be exempted from the requirement to work on campus for 6 months prior to working remotely; and the supervisor would approve special arrangements for onboarding new employee(s), which may include some travel to the University or the Supervisor traveling to the employee’s work location.

3.14.3 Criteria

Not all employees, positions or supervisors are suitable for remote work. Before considering a request for a remote work arrangement, the supervisor and department management, with the assistance of human resources, will evaluate the suitability of such an arrangement, reviewing the following areas:

3.14.3.1 Employee suitability.

The supervisor will assess the departmental needs, and the work habits of the employee, compared to traits customarily recognized as appropriate for successful remote workers:

- Employee has a clear understanding of the position and expectations
- Employee must demonstrate satisfactory or better performance, punctuality, and attendance. Employees who have demonstrated problems with punctuality, attendance, and/or performance, or who require close supervision should not be considered for this arrangement
- Employee should be able to demonstrate consistent ability to complete tasks and assignments timely and accurately
- The employee desires to work remotely
- The employer, due to business needs, is transitioning an incumbent’s job to a “Regularly Remote” position
- Flexibility to come into the office as often as required by the supervisor for meetings, training, events, and other activities
- Evaluate whether close supervision is needed and whether the employee consistently works well independently
- The employee should possess a high degree of skill and knowledge for the position needs
- Employee should be computer literate and able to easily learn changing technology
- Employee should have a designated workspace at the remote location
- Employee’s communication skills should be excellent
- Employee should not be using the arrangement to substitute for daycare of any kind

3.14.3.2 Position suitability

- Nature of the work and responsibilities to be performed are conducive to a remote work location without causing disruption to performance or service
- The work of the position is portable and can be performed away from the main worksite.
- The job does not require onsite employee supervision. Making a change to remote work requires direct reports to be highly skilled and independent workers
- The supervisor is able to monitor the work of the employee with quantifiable tasks, and quantity and quality measures
- There would be no negative impact on the department's operations and other employees
- An excellent level of service can be maintained without hardship on customers and co-workers
- The employer, due to business needs, is transitioning a position or work unit to "Regularly Remote"
- There must be sufficient resources available for the work unit in order to support the request for remote work arrangements and cover the on-site business needs
- Consider if the core responsibilities require extensive face-to-face contact with supervisors, co-workers, customers, or the public, or require working on-site
- Consider if core responsibilities require face-to-face time in meetings or with visitors
- The remote work arrangement is generally fair to similarly situated employees in the work-unit

3.14.3.3 Supervisor suitability

Supervisors should evaluate whether they prefer "hands-on" supervision and if they prefer face-to-face communication with employees. They should also evaluate their ability and time needed to effectively monitor the work remotely, and accurately measure the employee's work performance and output remotely. Supervisors should consider if there is a backup to monitor the remote worker in their absence.

3.14.4 Remote Work Arrangement Agreement (Agreement)

Prior to documenting the remote work arrangement through an agreement, supervisors must check with the payroll office to ensure that payroll is set up to pay the remote worker in the state in which the employee worksite resides. Supervisors must check with the benefits unit at Ext. 1365 in HR to ensure that the University workers' compensation insurance can cover the new worksite location.

If the employee, supervisor, and department head agree, and the human resource department concurs, a [Remote Work Agreement](#) will be prepared and signed by all parties, and a three-month trial period will commence. The employee and supervisor must sign the agreement, and the divisional vice president and human resources must approve and sign the agreement. A copy will be placed in the employee file.

A signed Agreement is valid only for the employee, position, and remote work location noted in the Agreement. Should an employee choose to move into another position at the University, or move to a different state, county, or country, the Agreement becomes null and void. Employees contemplating a change to another University position or a move to another geographical location should explore the possibility of another Remote Work Arrangement Agreement prior to making a change. In some cases, an employee request for a new arrangement may not be possible.

3.14.4.1 Emergencies and Other Unexpected Contingencies

In the event of emergency such as natural catastrophe, fire or other significant disruption to facilities or the physical operations of departments, and in order to respond effectively to

such disruptions and maintain critical functions, operations and services, supervisors are authorized to establish emergency remote work arrangements with essential, qualified employees for limited duration without strict regard for the guidelines and procedures contained in this policy. Safety at the work location, confidentiality of the work, cyber security, integrity of the work, and reporting of hours worked must always be maintained. Emergency arrangements are to be maintained only until normal operations can be restored at the University worksite. The divisional vice president and human resources must be notified of this emergency arrangement at the time it begins and at the time it ends. Employees requesting arrangements on a regular basis must always go through the normal process.

3.14.5 Compensation and Benefits

An employee's compensation and benefits ordinarily will not change as a result of a request and approval for a remote work arrangement assuming that there are no changes to the position duties.

3.14.6 Tax and other legal implications.

The employee must determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

3.14.7 Hours of Work

The total number of hours that employees are expected to work ordinarily will not change, regardless of work location. Employees agree to apply themselves to their work during regularly scheduled work hours as determined by the supervisor.

Supervisors must ensure that procedures are in place to document accurately the work hours of employees who work remotely, in particular ensuring compliance with the Fair Labor Standards Act.

3.14.8 Travel

Supervisors may require the employee to report to the University worksite or meeting places as needed for work-related meetings or other events, or supervisors may meet with the employee in the alternative work location as needed to discuss work progress or other work-related issues.

Employees required to or hired exclusively to work remotely to service different geographical locations (i.e., embedded regional positions) may expense business travel arrangements that are approved by their supervisor in line with the University travel policy.

Employees who request a move from their on-campus work location to an approved fully remote work location within normal commuting distance, ordinarily within 90 miles, will bear the cost of travel to and from the University campuses, as they would have done so prior to the remote work arrangement.

Employees with approved fully remote work arrangements who are required to travel for University business outside of a normal commuting distance, may be reimbursed for travel arrangements that are approved by their supervisor in line with the University travel policy.

3.14.9 Use of Leave:

Remote work is not intended to be used in place of sick leave, Family and Medical Leave, leave used under the Maryland Health Family Working Act, Workers' Compensation leave, or other types of leave.

3.14.10 Equipment

Loyola University supplies every employee with a single standard configuration which includes a computer (laptop or desktop) and accessories appropriate for their job requirements and work schedule. The standard desktop configuration consists of the desktop, a single monitor, wired keyboard and mouse. A standard laptop configuration consists of the laptop, the laptop power cord, and a docking station. A monitor is not supplied with the standard laptop configuration. Technology Services will not provide more than one configuration to either be used at the on-site office or at the home office. Employees approved to work a hybrid remote arrangement should select a laptop computer that they carry between both offices. Additional accessories above what is provided in the standard configuration will not be supplied. Internet connections, phone lines, subscriptions, printers, cell phones, or other technology hardware for home use are not provided by the University and are an expense of the employee. All technology purchases must be procured through Technology Services and follow the [Technology Procurement and Disposal Policy](#)

The University recommends that employees use a headset to reduce background noise and improve sound quality. Employees must maintain an internet connection that is stable and fast enough to support video conferencing, email, chat, file editing and other day-to-day work tasks. The employee assumes responsibility for the security of information, documents, and records in their possession or used while teleworking and may not remove highly sensitive data from the University workplace without the written consent of the supervisor.

Certain jobs and approved accommodations may require specialized hardware or software. If special equipment is supplied by Loyola, it will be maintained by the Loyola University. Equipment supplied by the employee for home use such as printers, monitors, etc., will be maintained by the employee. Loyola University accepts no responsibility for damage or repairs to employee-owned equipment. Loyola Technology Services reserves the right to make determinations as to appropriate equipment, subject to change at any time. Any equipment supplied by Loyola is to be used for business purposes only. The remote worker must sign an inventory of all Loyola University property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Loyola property will be returned to Loyola. For details on hardware and software requirements, contact OTS at OTS@loyola.edu.

3.14.11 Office Supplies

Loyola University will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The remote worker should order supplies using the normal department protocols, with supervisor approval, and should plan to periodically pick up the supplies. Loyola will reimburse the employee for supervisor approved business-related expenses, such as shipping costs that are reasonably incurred in carrying out the employee's job.

3.14.12 Workspace and Work Environment

The employee will establish an appropriate work environment within their home for work purposes. Loyola will not be responsible for costs associated with the setup of the employee's remote work office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

Employees who work remotely should ensure a safe and suitable workspace that is appropriately confidential and free of distractions and interruptions that may interfere with work. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards, and must maintain homeowners or renter's liability insurance. Injuries sustained by the employee in a

home office location in conjunction with their regular work duties may be considered by the University's workers' compensation policy. Employees are responsible for reporting work related injuries to the University's benefits office as soon as practicable, who will then report it to the University's workers' compensation carrier. The University workers' compensation carrier makes decisions about validity of or responsibility for of claims. The employee is liable for any injuries sustained by visitors to their home worksite and for non-work related injuries.

Remote workers will be expected to ensure the protection of proprietary University and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the work environment.

The University reserves the right to inspect the remote work location designated in the remote work arrangement agreement.

3.14.13 Conditions of Employment:

Remote work arrangements do not change the conditions of employment or required compliance with all University policies.

To the extent possible, the supervisor and the employee should mutually agree to a remote work arrangement. However, the University may establish a remote work arrangement as a condition of employment, based on business needs. In such cases, this requirement should be included when the position is advertised and in correspondence offering employment. In the event that the University, for business reasons, needs to make a change to the work location, every effort will be made to provide 30 days of notice and in no instance, less than one full pay period of notice.

3.14.14 Termination of the Remote Work Arrangement

All remote work arrangements are subject to ongoing review and may be terminated at any time. The University may terminate the remote work arrangement at its discretion. Where possible, supervisors should give employees 30 days' advance notice if a decision is made to terminate the arrangement; however, advance notice is not required.

Questions about this policy should be directed to human resources at Ext. 2354.

Approved 4/6/2021